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JUL 20 1954

Chief, Finance Division

Deputy Comptroller

Non-Forfeiture of Annual Leave

REFERENCES: (a) GGC Memo of 10 December 1953 to DD/P Admin., Subject: Annual Leave - [REDACTED] Staff Agents

25X1A

(b) IO Division Memo of 8 January 1954 to Director of Personnel, Subject: Staff Agent Leave - [REDACTED]

25X1A

(c) Office of Personnel Memo of 2 April 1954 to Chief, IO Division, Subject: Accrued Annual Leave [REDACTED]

25X1A

25X1A

1. Pursuant to the provisions of reference (a) it has been decided that when the conditions of an individual's cover employment preclude his use of sufficient annual leave to escape the forfeiture provisions contained in laws and regulations, the Assistant Director for Personnel may authorize the credit of his unused leave to a suspended annual leave account pending the individual's return to a status in which the leave can be used.

2. The attached procedure for establishing and maintaining such suspended annual leave accounts is hereby prescribed. Copies of this procedure should be made available to each of the payroll offices in the Finance Division.

25X1A [REDACTED]

ATTACHMENT

tas/JCS:gmk (15 July 1954)

Distribution:

Orig. & 2 - Addressee

1 - Personnel - Attn: [REDACTED]

1 - Auditor-in-Chief [REDACTED]

1 - Deputy Comptroller ✓

1 - TAS Chrono

1 - TAS Return

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